

Organization Skills
Individual Counseling Methods

Counselors:

1. Meet with student and talk about what they perceive to be their organizational needs/get to know them.
2. Go through Trapper Keeper/binders. Help students organize papers by class (math, social studies, etc.), other activities they are involved in, and by date. Tab dividers, folders, and notebook paper are helpful.
3. Counsel student on ways to use an agenda/planner (i.e. writing assignments down every day up until the day it's due, writing down every assignment when teacher assigns it, crossing off/highlighting completed assignments, looking at agenda/planner daily, check teacher homework pages, etc.)
4. Take a field trip...to the student's locker. Plan out a way to organize all locker materials (i.e. notebooks, binders, trapper, books, gym clothes, backpack, coats, etc.) in a neat and orderly fashion.
5. Study Skills. How do you study for a test? Supply student with ideas such as: using notecards, studying days in advance of the quiz/test, having friends/parents/classmates quiz them on information, going to teachers during X-Block for extra help/to ask questions, meeting with the teacher after school, having an appropriate place to study (quiet, calming space), keep notes in organized manner ahead of time, etc.
6. Supply student with a backpack checklist. Brainstorm with the student: What do you need to pack for school each day? Type up a checklist for them/with them and laminate it so they can use that to check off materials as they place them in their backpack in the morning.

7. Show students how to set up a homework page. Counsel the student on how to set up a page to do homework. Most teachers do not care if the problems are out of order as long as the student labels which problem they are working on and show all of their work. Name, date, and assignment are important too!
8. Speak to the student about taking notes in class. How to set up a page to take notes (date, topic) and how to focus on important aspects of the lesson that needs to be written down.
9. Write out a time management schedule. Many students have many afterschool activities, which can make homework completion/time management difficult and anxiety provoking. Map out a plan for the student Monday-Friday and what they can accomplish over the weekend. A similar time management schedule can be written out for time during the school day or X-Block as well.

As counselors, we strive to empower students with the tools to be successful. We believe in our students' ability to succeed when they have the tools and know how to use them.

